

**File Code:** 6540

**Date:**

**Subject:** Payment of OF-286(s) Emergency Equipment Use Invoice(s)

**To:** USDA - Forest Service  
Albuquerque Service Center  
Incident Finance – EERA (Mail via overnight mail)  
101B Sun Avenue NE  
Albuquerque, NM 87109

Enclosed are the forms necessary for processing EERA payments as follows:

Optional unique Unit/Incident “Batch Number” to track this package (*e.g.: ID-BOF-001*): \_\_\_\_\_

Number of OF-286s Mailed: \_\_\_\_\_

List of OF-286 invoice numbers (*or attach list*):

I have verified, attached, or have on file the following (*mark the appropriate boxes*):

**DOCUMENTS FORWARDED TO ASC-IF:**

- Original OF-286(s) with original signatures of the Vendor and Receiving Official (*does not need to be on pink paper*).
- Copy of OF-294(s) Emergency Equipment Rental Agreement with correct rates of pay referenced on the OF-286 (*Only required once per incident*)
- Copy of Resource Order--*Resources processed outside of ROSS only. Otherwise all invoices should include the request number only.*

**DOCUMENTS REMAIN IN INCIDENT FINANCE FILE:**

Follow direction in Interagency Incident Business Management Handbook Chapter 40; Section 46 Exhibit 05.

Please contact \_\_\_\_\_, at phone number \_\_\_\_\_ with any questions and/or concerns through (DD/MM/YY) \_\_\_\_\_. Otherwise, please contact the Regional Incident Administrative Coordinator for Forest Service Region No. \_\_\_\_\_. As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: \_\_\_\_\_

Title: \_\_\_\_\_